QEP Administrator Position Description: Serves as the primary administrative and clerical support for USF Sarasota-Manatee’s Quality Enhancement Plan (QEP), starting date negotiable through August 6, 2021. The QEP Administrator, a half-time position, supports activities of the QEP Director and the QEP Implementation Committee. The QEP Administrator works closely with College faculty and administrators in Institutional Research & Effectiveness, Academic & Student Affairs, and Business & Financial Affairs.

ADMINISTRATIVE RESPONSIBILITIES
1. Administers and proctors assessment instruments, such as the ETS Proficiency Profile, the Watson-Glaser Critical Thinking Test, scoring rubrics, and student and faculty surveys, and compiles/calculates data for the QEP Implementation Committee, in collaboration with Institutional Research & Effectiveness.
2. For purposes of documentation of adherence to state-mandated and USF System requirements, assessment, and research, sets up and maintains databases for the QEP, including courses, faculty participation and satisfaction, student scores on assessment instruments, and critical thinking resources.
3. In collaboration with Institutional Research & Effectiveness, prepares the first draft of the QEP Annual Assessment Report, working with faculty to develop robust assessment systems for the Critical Thinking Pillar of Intellectual Engagement in the Core Curriculum.
4. Supports the QEP Director in preparing the QEP Impact Report.
5. Maintains the QEP website and the QEP App, ensuring integrity, appropriateness, and accuracy of information posted.
6. Schedules and documents meetings and professional development programs (i.e., setting agendas, drafting minutes, posting materials on the QEP website) and ensures setup, including handouts, audio-visual arrangements, outside speakers, etc.
7. Manages business aspects of the QEP, such as the QEP budget, travel related to the QEP, p-card transactions, purchasing, QEP Grants applications and awards, etc.

QUALIFICATIONS
Minimum Qualifications:
1. Bachelor’s degree in education, business, psychology, or field related to the QEP.
2. Experience working in an educational setting.

Preferred Qualifications:
- Master’s degree in education, business, psychology, or field related to the QEP.
- Experience with SACSCOC’s QEP process.
- Educational assessment experience.

REPORTING LINE
Reports to the QEP Director.